



## LIBRARY OF VIRGINIA

Government Records Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

## RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 154-010

Motor Vehicles, Dept. of  
Vehicle Services

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

### AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

*Linda B. Ford*  
*Daniel Schrey*

### STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

*Kathleen S. Jordan*

EFFECTIVE SCHEDULE DATE: 9/8/2022

### POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of

- the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
  8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
  9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Manufactured Home Titling</u>  This series documents the titling of manufactured homes in Virginia. This series may include, but is not limited to: applications for title, duplicate titles, copy of liens, and supporting documentation COV § 46.2-209.1; COV § 46.2-216	200752		Permanent, In Agency
<u>Mileage-Based User Fee Program</u>  This series documents the voluntary program that allows owners of alternative fuel, electric, and other registered fuel efficient vehicles that are subject to the highway use fee (in accordance with COV §46.2772) to pay a mileage-based fee instead of the highway use fee. This series may include, but is not limited to program fees and refunds, GPS location, and other mileage documentation.	200739	0 Years after no longer administratively useful	Confidential Destruction
<u>Motor Vehicle Titling</u>  This series documents the titling of motor vehicles in Virginia. This series may include, but is not limited to: applications for title, duplicate titles, copy of liens, and supporting documentation.	200570	10 Years after last action	Confidential Destruction
<u>Salvage Dealer and Manufacturer/Distributor Licensing: Denied Applications</u>  This series documents applications for Salvage Dealer and Manufacturer/Distributor licenses submitted to and denied by the agency. This series may include, but is not limited to: applications, correspondence, inspection reports, refund authorization records, and formal letters of denial.	200571	1 Year after last action	Confidential Destruction
<u>Salvage/Non-Repairable Vehicle Certificates</u>  This series documents the issuance of certificates of title for salvage/non-repairable vehicles in Virginia or a change of status to a salvage/non-repairable vehicle. This series may include, but is not limited to: LSD 2 and VSA 57 forms.	200569	10 Years after last action	Confidential Destruction